

1-17-A. Domestic Travel

Domestic Travel is official travel within the continental United States (the 48 contiguous States and the District of Columbia) and nonforeign areas (the States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States).

1. AUTHORITY. To approve domestic travel for EPA employees, excluding employees of the EPA's Office of Inspector General, and individuals receiving invitational travel orders as authorized by the Federal Travel Regulation, published by the General Services Administration at 41 Code of Federal Regulations, Chapters 300 through 304. These regulations implement statutory requirements and Executive branch policies for federal civilian employees and others authorized to travel at federal government expense.
2. TO WHOM DELEGATED.
 - a. Delegated to immediate supervisors, the authority to:
 - 1) Approve employees' travel authorizations and travel vouchers for domestic travel. This includes use of personal cash exceeding \$100 for transportation in emergency situations when the Government Transportation Request, Government Centrally Billed Account and Individually Billed Account are unavailable; annual leave in conjunction with official travel and use of lodgings that do not meet the Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391).
 - b. Delegated to the Assistant Regional Administrator (ARA), the authority to:
 - 1) Approve official change of station and first-duty moves, including extensions of real estate transactions, temporary quarters and storage of household goods related to relocation. This also includes approving the related travel expenses under the Relocation Services Contractor, Move Management Coordinator and all indefinite travel assignments expected to exceed 12 months or more.
 - 2) Approve on a case-by-case basis, an exception or waiver to the required use of the EPA Travel Management Center or E-Gov Travel Service system when Region 5 employees' travel meets one of the conditions under Federal Travel Regulation 301-50.4.

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- 3) Approve, on a case-by-case basis, an exception or waiver to the requirement for Region 5 employees to obtain and use the federal government travel card for official travel. The exception should be based upon extenuating personal circumstances the employees describe.
- c. Delegated to the Branch Chief level, the authority to:
 - 1) Approve emergency travel due to illness, injury, or a personal emergency.
 - 2) Approve actual subsistence, up to the maximum percentage authorized in the Federal Travel Regulation, for per diem areas when unusual or unforeseen circumstances result in travel expenses not adequately covered under the world-wide lodgings-plus per diem rate.
 - 3) Approve use of noncontract air carriers when justified under the conditions provided in the Federal Travel Regulation and Agency travel policy.
 - d. Delegated to the Senior Resource Official (SRO), the authority to:
 - 1) Approve Agency sponsored conferences and meetings which involve the attendance of 30 or more Agency employees.
 - 2) Approve actual subsistence, transportation expenses and extensions of temporary living accommodations for threatened law enforcement employees and their families.
 - e. Delegated to the SRO for travelers at the SRO's same level or below:
 - 1) Approve other than coach-class, *business-class*, accommodations for Region 5 employees under the criteria provided in the Federal Travel Regulation and Agency travel policy.
3. LIMITATIONS. As a matter of Agency policy and ethical considerations, employees (officials and staff) must not authorize or approve their own travel. In the event that someone other than authorized delegates approves travel, the responsible office must inform the Chief Financial Officer within five business days and must provide adequate justification why an authorized delegatee did not approve the travel documents.

GENERAL, ADMINISTRATIVE AND MISCELLANEOUS

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4. REDELEGATION AUTHORITY. The authorities specified in Sections 1 and 2 may not be further re-delegated.
5. ADDITIONAL REFERENCES. Additional information is available in the EPA Resource Management Directive System 2550B, Official Travel.

